



IN REPLY REFER TO:

# United States Department of the Interior

NATIONAL PARK SERVICE  
Mojave National Preserve  
2701 Barstow Road  
Barstow, California 92311

## APPLICATION REQUIREMENTS FOR A SPECIAL PARK RECREATION USE PERMIT

In response to your inquiry concerning Special Park Uses, enclosed is a Special Park Recreation Use Application Worksheet for you to complete and return to us. It is important that the worksheet be as detailed as possible concerning your proposed activity. For example, we must know where you propose to conduct your activity or event, the number of participants, what type of equipment you will use, *and* any special effects you may wish to use.

If you are not familiar with the area, it is advisable to make an advance-scouting trip for routes and/or locations. You will not be permitted to arrive and then select routes/locations on the day of the event.

For guided tours, sporting events or other organized gatherings, you will need to attach a copy of advertisements, flyers, brochures, and all information sent to participants.

The information on the worksheet will be utilized by the National Park Service (NPS) staff to evaluate the impact of your activity on park resources and visitors, the appropriate type of permit, and any additional fees required. It may require several weeks to review your request and render a decision.

A non-refundable application fee is required from all applicants, regardless of whether or not the permit is issued. This payment must accompany the permit worksheet. There are two fee categories depending on the nature of the request.

\$50 for groups of at least 7 vehicles or 15 participants for common recreational activities (rock climbing, hunting, fishing or trapping, equestrian use, bicycling, street-legal motorcycle or all-terrain vehicle use, backcountry use and roadside vehicle camping).

\$70 for special park use requests including but not limited to: weddings, sporting events, ceremonies/gatherings, entertainment, and public spectator attractions.

Please make your payment out to **National Park Service.**

Requests for filming, commercial photography, or other commercial operations require a different permit and, therefore, a different application form.

The NPS has the authority to collect or recover from Special Park Use Permittees any or all of the costs associated with the special use activities. If the permit application is approved, an administrative processing fee (\$155.00) and monitoring fees (minimum of two hours at \$50.00/hour) may be charged to the permittee.

If your request is approved a Certificate of Insurance will be required showing that you have general liability insurance coverage of \$1,000,000. This certificate must name the **United States Government /National Park Service/Mojave National Preserve** as "additional insured". Other coverage limits may be required based on the requested activity. If required, we will need an **original** certificate of insurance for our files. The permittee's name must be on the Certificate Insurance.

A performance bond (cash or cashier's check) may also be required. The amount of the bond will be determined from the information provided on the worksheet. This bond will be returned to you upon completion of your activity if all stipulations have been met and park resources have not been damaged.

Please submit the enclosed Application Worksheet and your application fee (payable to the National Park Service) via US Mail, UPS or Federal Express to the address below. You may FAX the worksheet (with the application fee to follow).

National Park Service  
Mojave National Preserve  
Attention: Special Use Permits  
2701 Barstow Road  
Barstow, CA 92311

tel: (760) 252-6107  
fax: (760) 252-6174

**National Park Service  
MOJAVE NATIONAL PRESERVE  
Application for Special Use Permit**

Please supply the information requested below. Use additional sheets if necessary. Allow at least four (4) business days for processing. A non-refundable processing fee may be required to accompany this application unless the requested use is an exercise of a First Amendment right. You will be notified of the disposition of the application and the necessary steps to secure your final permit. (Note: there may be additional fees charged, and you **may** be required to provide proof of liability insurance.)

Applicant Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

Organization Name (if applicable): \_\_\_\_\_ Tax ID # \_\_\_\_\_

Street/Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Description of Proposed Activities (please be specific):

Requested Location(s):

Date(s): \_\_\_\_\_ Set-up will begin at: \_\_\_\_\_

Event will begin at: \_\_\_\_\_ Removal will be completed by: \_\_\_\_\_

Maximum Number of Participants \_\_\_\_\_ (Please provide best estimate)

Maximum Number of Vehicles \_\_\_\_\_ (attach parking plan)

Support Equipment (generators, amplification, etc.)

Support Personnel (contractors, etc.)

Individual (if other than applicant) in charge of event on site:

Is this an exercise of First Amendment Rights?	Y	N
Are you familiar with/ have you visited the requested area?	Y	N
Do you plan to advertise or issue a press release?	Y	N
Will you distribute printed material?	Y	N
Is there any reason to believe there will be attempts to disrupt, protest or prevent your event?(if yes explain on separate sheet)	Y	N

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return this application to:

National Park Service  
Mojave National Preserve

tel: (760) 252-6107  
fax: (760) 252-6174

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**Paperwork Reduction Act Statement:** This information is being collected to allow the park manager to make a valued judgement on whether or not to allow the requested use. All the applicable parts of the form must be completed.

**Estimated Burden Statement:** Public reporting burden for this form is estimated to average 30 minutes per response including the time it takes to read, review instructions and complete the form. Direct comments regarding this burden estimate or any aspects of this form to the National Park Service Program Manager, Special Park Uses, Ranger Activities Division, 1849 C Street, NW., Washington, D.C. 20240 and to the Information Collection Clearance Officer, Washington Administrative Program Center, 1849 C Street, NW., Washington, D.C. 20240. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number.

Revised 03/05

